Imperial College London

INTERNAL USER GUIDE

Je-S

A Guide to the Research Councils' Joint Electronic Submission System (Je-S)

A Quick Guide for Applicants applying for funding

Je-S web page: https://je-s.rcuk.ac.uk/

Contents Page

A	Introduction to the Je-S System	.....	3
B	Creating Grant Proposals	.....	4
C	The Submission Process	.....	17
D	Je-S System Help	.....	19
	Annex I - Granting User Access on Proposals or Transfer Ownership	.....	20

NOTE: Applicants must allow sufficient time for your Faculty Research Services/Joint Research Office team to check and authorise the application before the submission deadline.

A	**Introduction to the Je-S System**
1.	Je-S is used by AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC as well as the Technology Strategy Board (TSB) and Energy Technologies Institute (ETI) , to provide their communities with electronic research grant services. The Je-S system is used for: i. Creating a proposal to one of the UK Research Councils (online tutorials are available) ii. The Peer review process for proposals submitted to the UK Research Councils iii. Submitting of reports for ongoing grants made by one of the UK Research Councils. All funding applications made to the following Research Councils are submitted electronically, using the Full Economic Costing (FEC) methodology Arts and Humanities Research Council (AHRC) Biotechnology and Biological Sciences Research Council (BBSRC) Engineering and Physical Sciences Research Council (EPSRC) Economic and Social Research Council (ESRC) Medical Research Council (MRC) Natural Environment Research Council (NERC) Science and Technology Facilities Council (STFC) Je-S also provides electronic grant services to: Technology Strategy Board (TSB) Energy Technologies Institute (ETI) Details of all the requirements and the terms and conditions for research proposals under the full economic costing model can be found in the following: AHRC Research Funding Guide BBSRC Research Grants Guide EPSRC Funding Guide ESRC Research Funding Guide MRC Research Grants Handbook NERC Research Grants Handbook STFC Research Grants Handbook Further information on the background to the changes and frequently asked questions can be found on the Dual Support web pages.

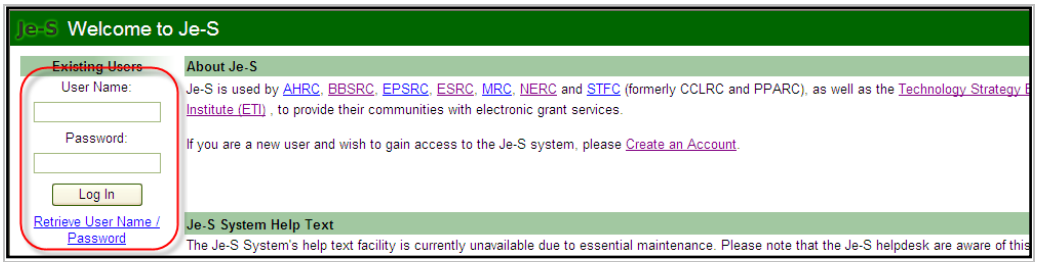
B Creating a Grant Proposal

NB: You will not be able to apply for any of the grants/schemes until you have registered with Je-S.

If you do not have an account, go to refer to the Je-S User Account Registration Guide on the Research Support website (How to Register with Je-S).

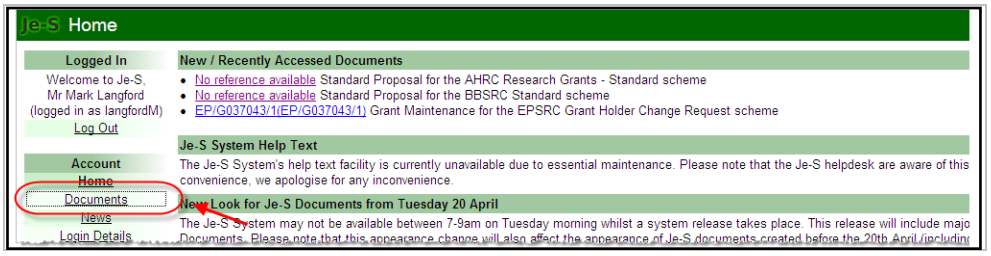
If you have an account, continue as described below.

1. Go to the Je-S webpage and enter your User Name and Password or use the link shown below to retrieve your login details.

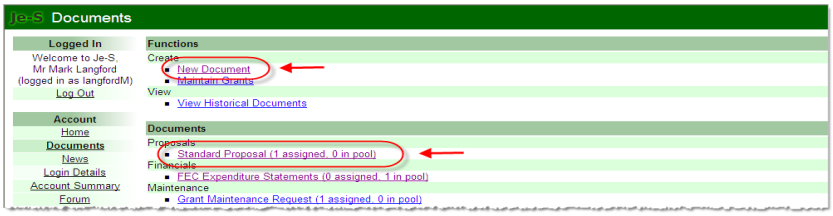

Welcome to Je-S
Existing Users
User Name:
Password:
Log In
Retrieve User Name / Password
About Je-S
Je-S is used by AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC (formerly CCLRC and PPARC), as well as the Technology Strategy B
Institute (ETI) , to provide their communities with electronic grant services.
If you are a new user and wish to gain access to the Je-S system, please Create an Account.
Je-S System Help Text
The Je-S System's help text facility is currently unavailable due to essential maintenance. Please note that the Je-S helpdesk are aware of this

Click on **Log In** to proceed.

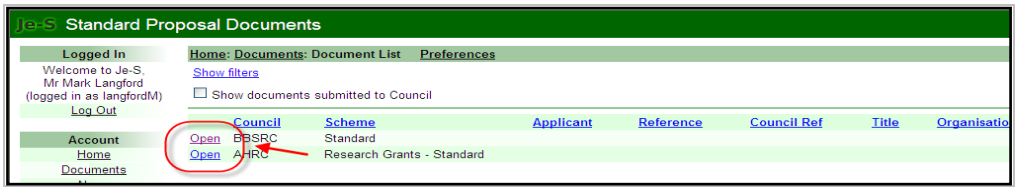
2. To start or continue an application click on **Documents**.


Home
Logged In
Welcome to Je-S,
Mr Mark Langford
(logged in as langfordM)
Log Out
Account
Home
Documents
News
Login Details
New / Recently Accessed Documents
No reference available Standard Proposal for the AHRC Research Grants - Standard scheme
No reference available Standard Proposal for the BBSRC Standard scheme
EP/G037043/1(EP/G037043/1) Grant Maintenance for the EPSRC Grant Holder Change Request scheme
Je-S System Help Text
The Je-S System's help text facility is currently unavailable due to essential maintenance. Please note that the Je-S helpdesk are aware of this
convenience, we apologise for any inconvenience.
New Look for Je-S Documents from Tuesday 20 April
The Je-S System may not be available between 7-9am on Tuesday morning whilst a system release takes place. This release will include majo

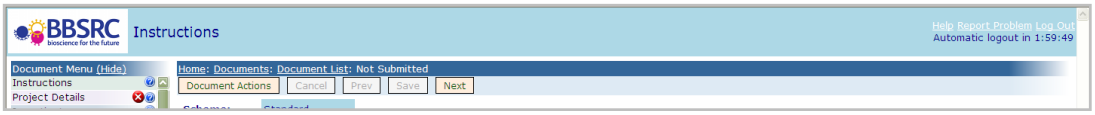
3. To begin a new proposal click **New Document** and go to point 5. If you wish to continue your draft proposal started at an earlier date click **Standard Proposal** and select from the list as shown in point 4 and continue to point 6.



4. Click on **Open** for the draft proposal you wish to complete.

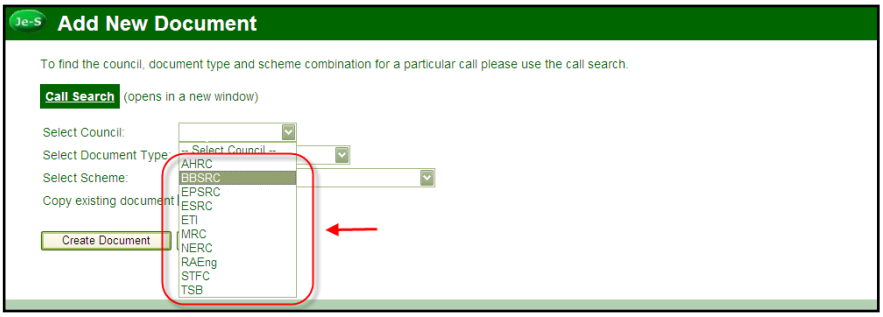


The following screen will be displayed:

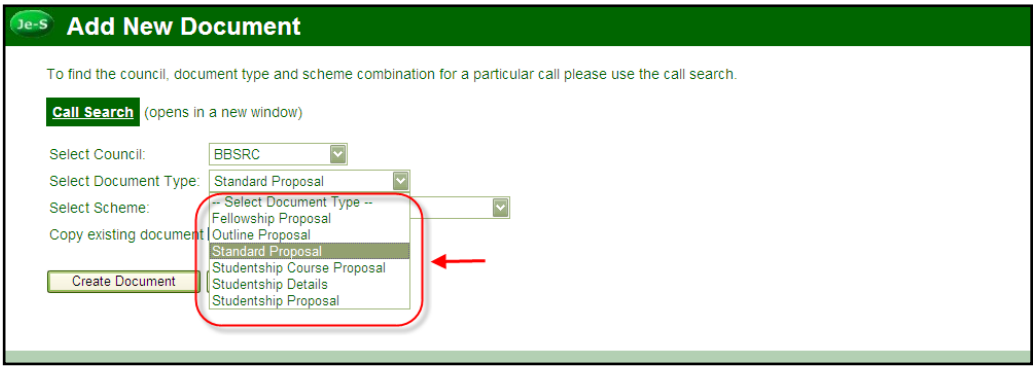


Continue to point 6 in this document.

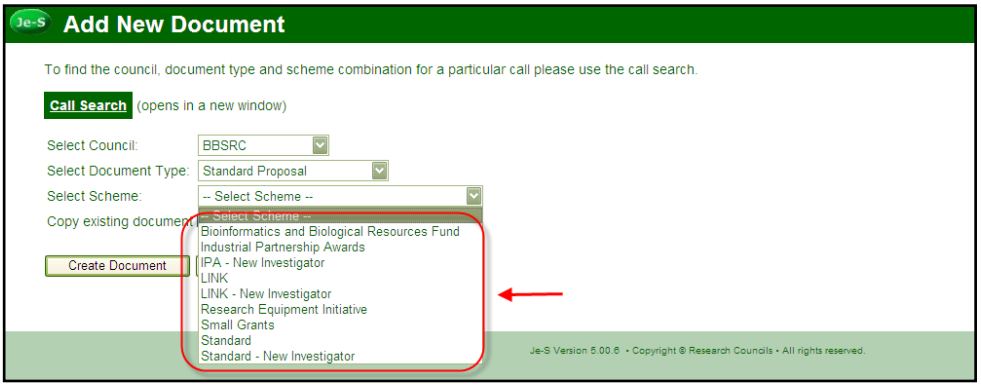
5. To begin a new proposal select the **Council** you are applying to.



Select the **Document Type** for the scheme you are applying for.



Select the **Scheme** you are applying for.


Add New Document
To find the council, document type and scheme combination for a particular call please use the call search.
Call Search (opens in a new window)
Select Council:
BBSRC
Select Document Type:
Standard Proposal
Select Scheme:
-- Select Scheme --
Copy existing document
Create Document
-- Select Scheme --
Bioinformatics and Biological Resources Fund
Industrial Partnership Awards
IPA - New Investigator
LINK
LINK - New Investigator
Research Equipment Initiative
Small Grants
Standard
Standard - New Investigator
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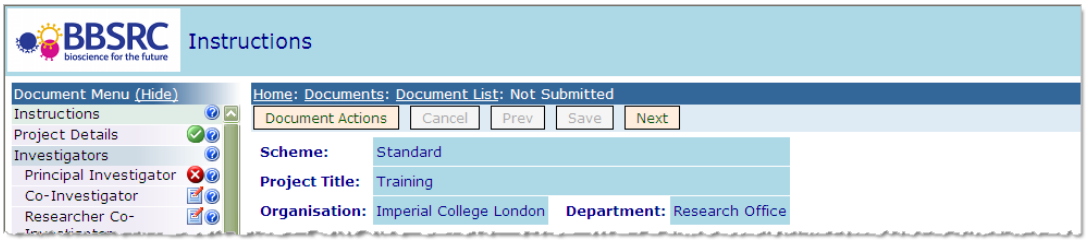
Click on **Create Document**.

The following screen will be displayed:



Information about the 'New' Document Menu (Sidebar):

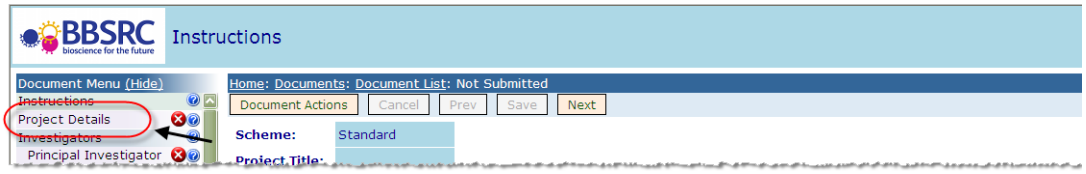
The icon indicates that either the section has not been completed or fails validation. Hover over the red button for further information.

The icon indicates that the section has been successfully completed and passes validation.

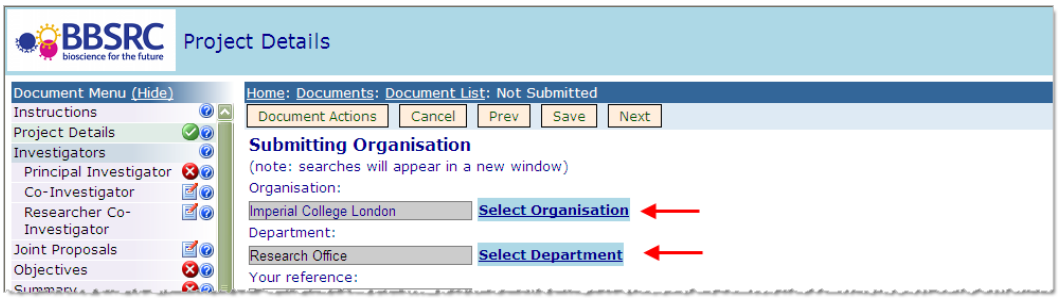
The icon indicates that a section has not been completed - but may not be applicable so will not fail validation.

The icon links to the relevant section of the Help text.

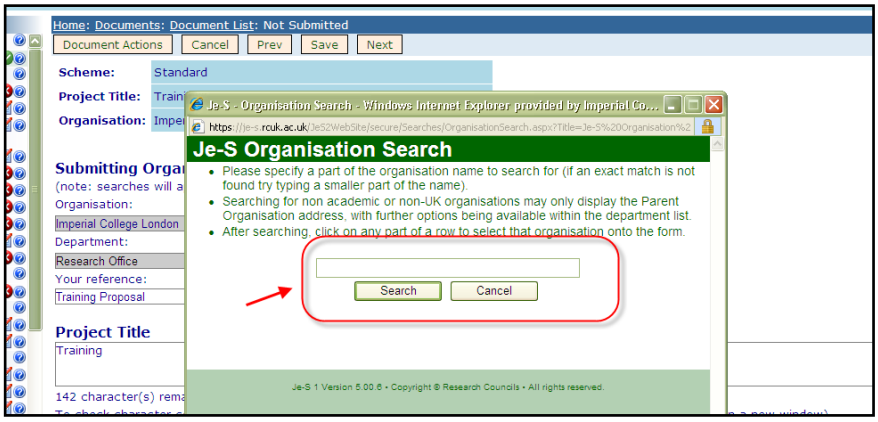
6. Click on **Project Details**.



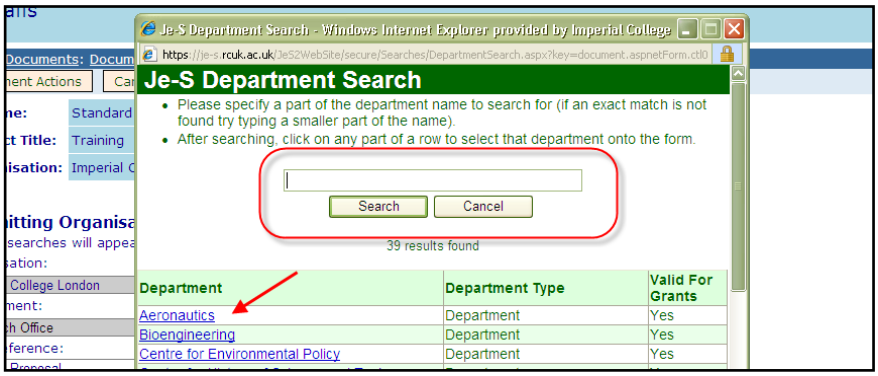
The following screen will be displayed:



Click on **Select Organisation** and locate Imperial College.

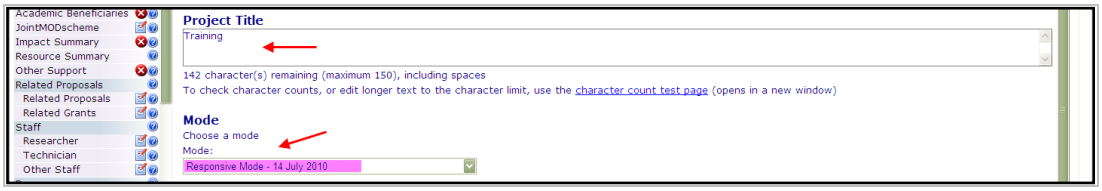

Home: Documents: Document List: Not Submitted
Document Actions
Cancel
Prev
Save
Next
Scheme:
Standard
Project Title:
Organisation:
Submitting Orga
(note: searches will a
Organisation:
Imperial College London
Department:
Research Office
Your reference:
Training Proposal
Project Title
Training
142 character(s) rema
Je-S - Organisation Search - Windows Internet Explorer provided by Imperial Co...
https://je-s.rcuk.ac.uk/Je-S%20Organisation%2
Je-S Organisation Search
Please specify a part of the organisation name to search for (if an exact match is not found try typing a smaller part of the name).
Searching for non academic or non-UK organisations may only display the Parent Organisation address, with further options being available within the department list.
After searching, click on any part of a row to select that organisation onto the form.
Search
Cancel
Je-S 1 Version 5.00.6 • Copyright © Research Councils • All rights reserved.

Click on **Select Department** and locate your department from the list.

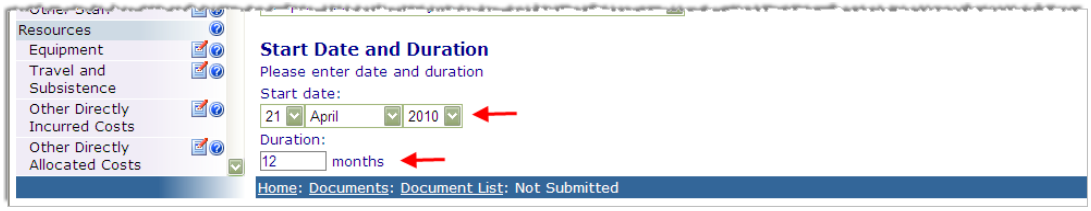

Je-S Department Search - Windows Internet Explorer provided by Imperial College
https://je-s.rcuk.ac.uk/Je-S%20Organisation%2
Je-S Department Search
Please specify a part of the department name to search for (if an exact match is not found try typing a smaller part of the name).
After searching, click on any part of a row to select that department onto the form.
Search
Cancel
39 results found
Department
Department Type
Valid For Grants
Aeronautics
Department
Yes
Bioengineering
Department
Yes
Centre for Environmental Policy
Department
Yes

7. Enter the InfoEd Proposal Development Number (e.g. PETT_P*****) into the **Your Reference** field.

8. Enter the **Project Title** and **Mode** for your proposal.



9. Enter the **Start Date** and **Duration** of the proposal.

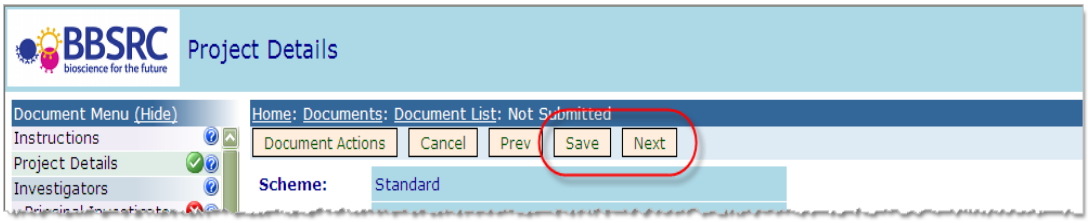


Applications may be submitted shortly prior to the start date of employment, providing a confirming statement from the Imperial College accompanies them.

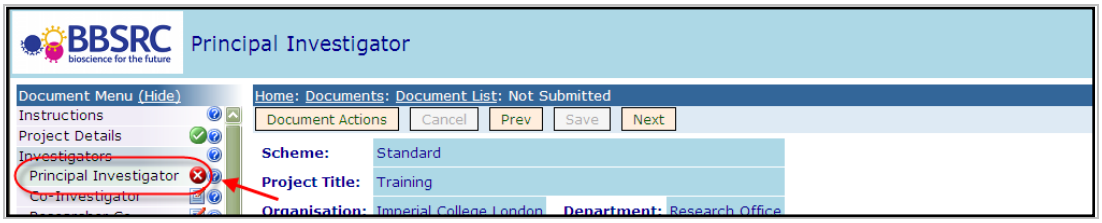
PI contract eligibility change: - there is no longer a requirement, in the case of Research Grants, for a Principal Investigator to have a contract in place at time of application. There is, however a requirement for Research Councils to receive assurance that the individual will be issued with a contract should the proposal be successful, and that to ensure completion of the final report, that the contract would be extended beyond the end of the grant.

Applicants without a contract of employment extending beyond the period of the proposed grant must be in receipt of a written assurance from Imperial College that such a contract will be put in place if their proposal is successful.

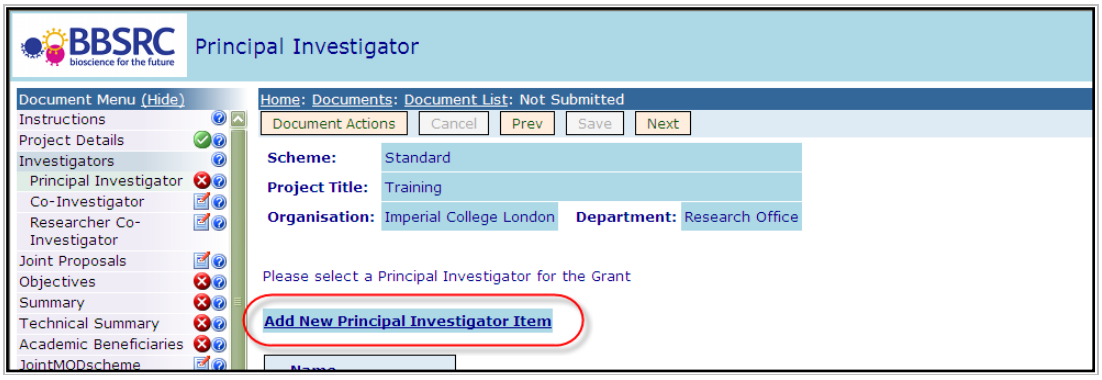
Click on **Save** and **Next** to proceed to the next section.



10. Click on **Principal Investigator**.



Click **Add New Principal Investigator Item** to add new staff to the proposal.



Select **Name** and complete PI working conditions as shown below (notes available)

Total hours to be worked on the project, e.g. 10% time commitment equals 3.75 hrs/wk, or 165 hrs/year, over the duration of a 3 year project this equates to 495 hrs.

Directly Allocated is the automatic default setting all PI's and Co-I's and should always be used unless they are going to be 100% charged to the project and taken off baseline.

PI's total average* annual salary including NI and Pension:

- The average annual salary is the total salary over the duration of the project including any anticipated salary increments divided by the number of project years.

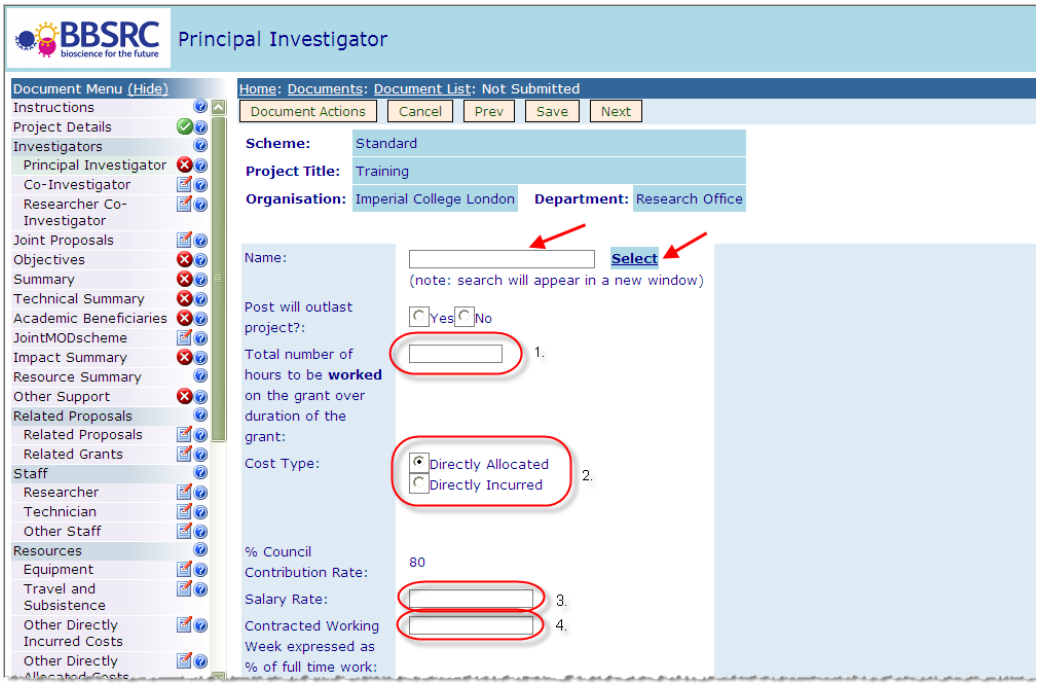
An example is shown below:

3 Year Project – PI Salary Costs

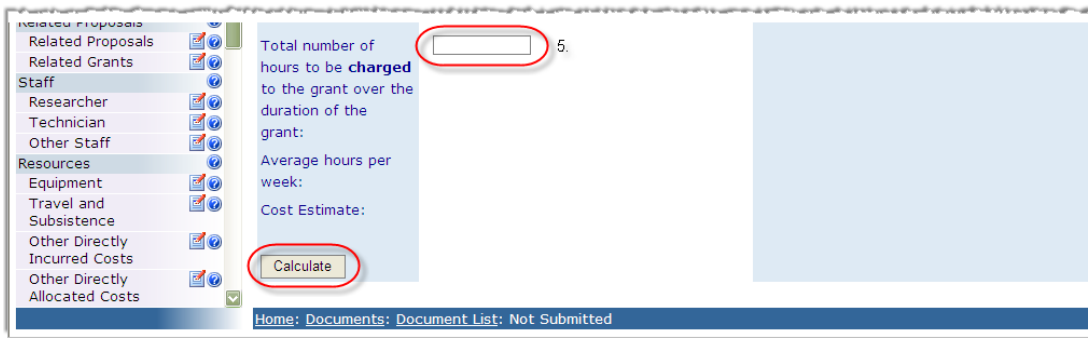
Year 1 £50 000
Year 2 £55 000
Year 3 £60 000

Total $\frac{£165\,000}{3}$ = £55 000

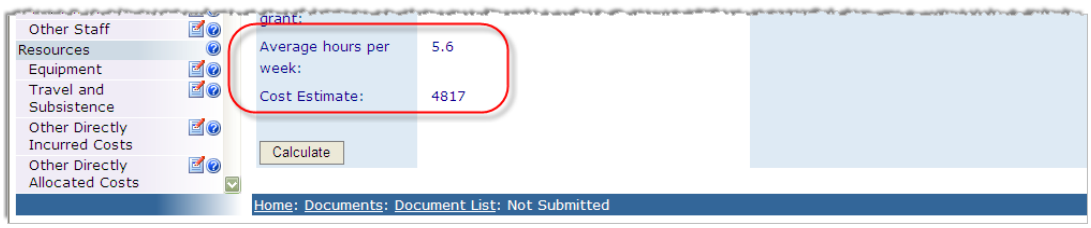
4. Enter the % for the contracted working week expressed as % of full time work:



5. Press calculate to view the cost estimate and average hours per week details

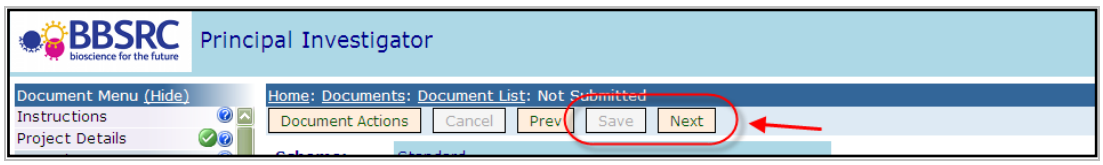


Once these details have been completed the following screen will appear:

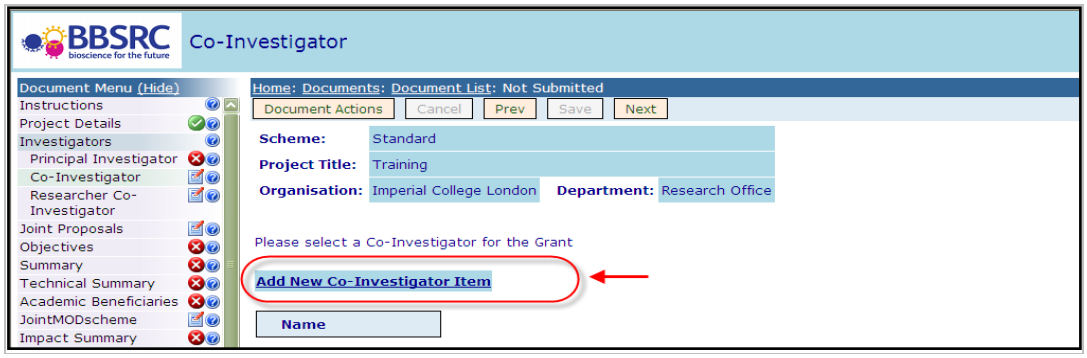


The above steps must be repeated for any additional Co-Investigators on the project (see Co-I below).

Click on **Save** and **Next** to proceed to the next section.

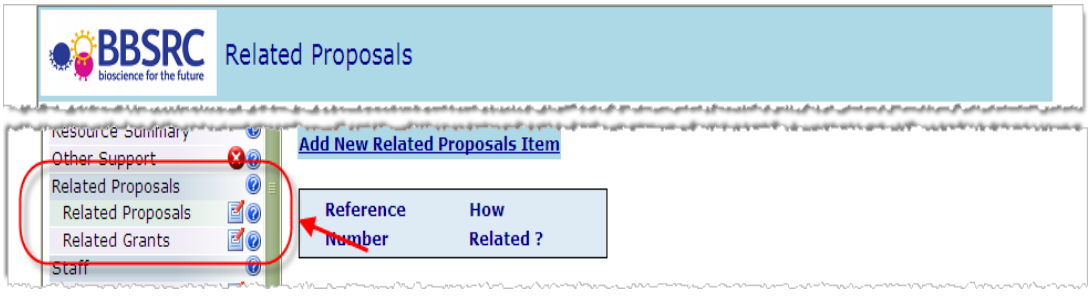


11. Click on the Co-Investigator tab and **Add New Co-Investigator Item** if required.



Co-Investigator's located at another institution must prepare a separate JeS proposal for their elements of the project and then link the proposals together by selecting '**edit related proposals**' from the Document Menu screen, then select '**edit joint proposals**' and follow the on screen instructions.

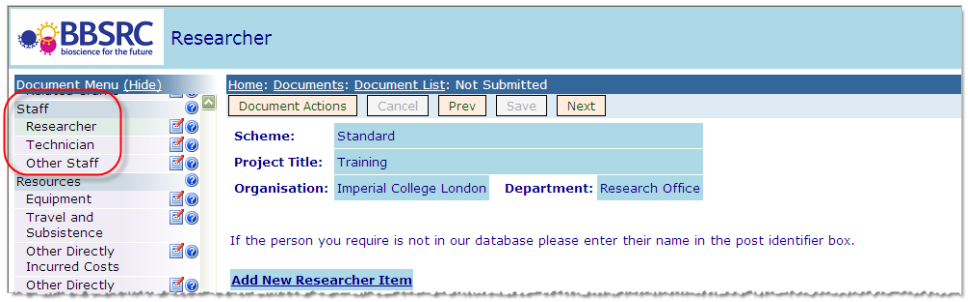
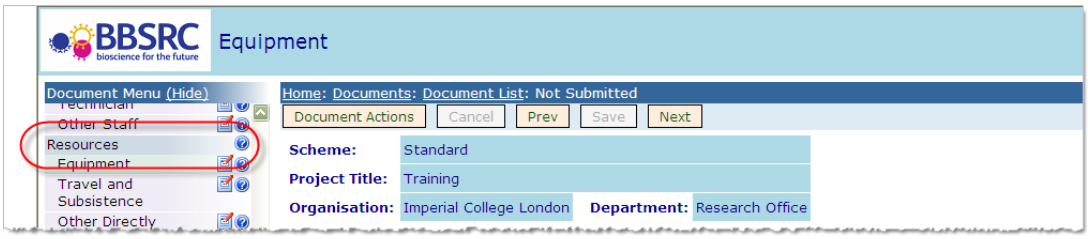
Click on **Save** and **Next** to proceed to the next section.

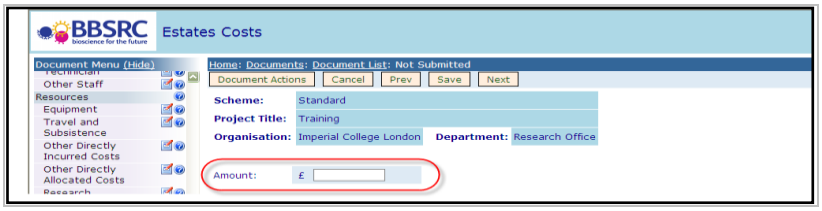


Occasionally an external Co-Investigator might be included who does not require their costs to be recovered (and as such paid back to their own institution).

Their time commitment must still be included on the left in the '**Total number of hours to be worked on the grant'** field, with zero hours entered in the '**Total number of hours charged to the grant'** field on the right.

Full justification for the level of effort requested for all Investigators should be included in the Case for Support and all fields must be completed for each Investigator.

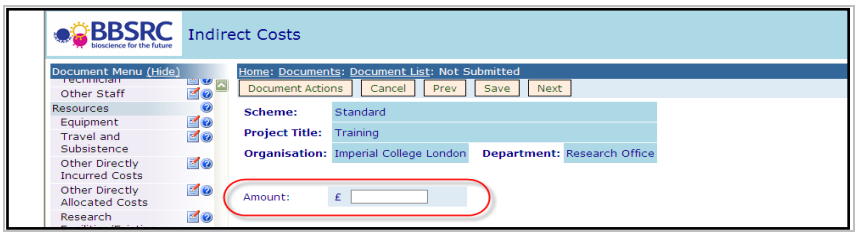
	Click on **Save** and **Next** to proceed to the next section.
12.	Add Additional staff to you proposal by clicking on **Researcher, Technician** and/or **Other Staff**. Select Add **New Researcher Item**, **Add New Technician Item** and/or **Add New Other Staff Item** and complete all fields.  Click on **Save** and **Next** to proceed to the next section.
13.	Click on **Equipment**. Use this heading to request individual items of **equipment dedicated to the project** and costing **£3000 or more** (including VAT). Include capital costs plus any maintenance and other related costs that are not included in Imperial College's estates costs. Single items of equipment costing less than £3000 should be included in the **Other Directly Incurred** costs section of your proposal.  Scroll though all other related categories of the Resources Section. Please ensure you use the Help Text function for each category. Click on **Save** and **Next** to proceed to the next section.
14.	Enter the total amount (£) of Estate Costs that apply to the application. These must be obtained from Research Services/Joint Research Office. Estates and Indirect Costs are a single value and do not require justification in the case for support. If the proposal is **for more than one organisation**, for example has Co-Investigators from multiple organisations, the component parts of the indirect or estate cost for each organisation should be costed separately and added together to be entered as a **single composite cost.** **Estates:** These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.



Click on **Save** and **Next** to proceed to the next section.

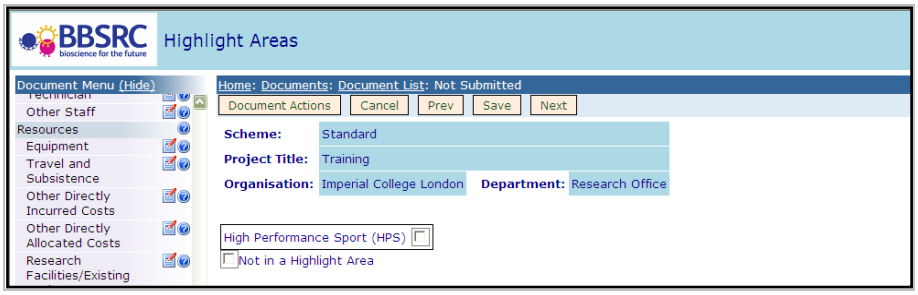
15. Enter the total amount (£) of Indirect Costs that apply to the application. These must be obtained from Research Services/Joint Research Office.

Indirect Costs: These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.



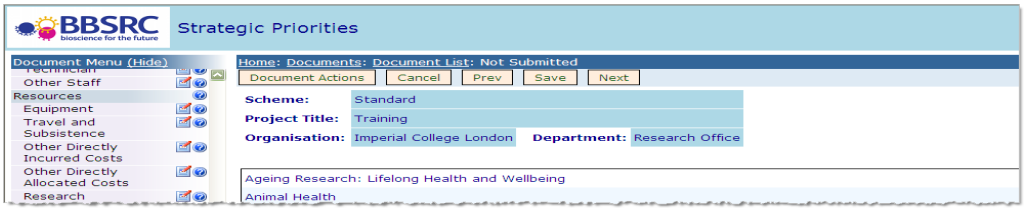
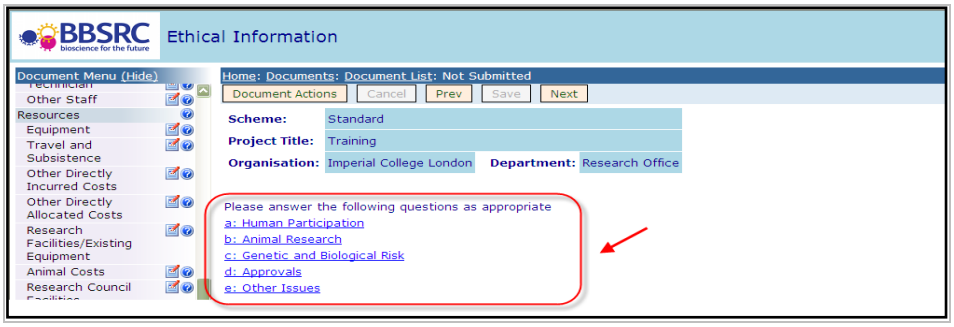
Click on **Save** and **Next** to proceed to the next section.

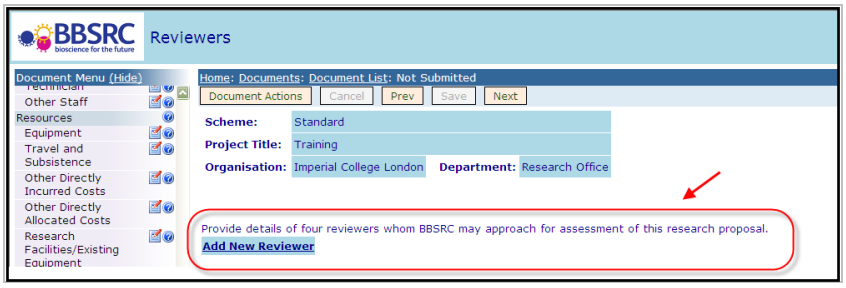
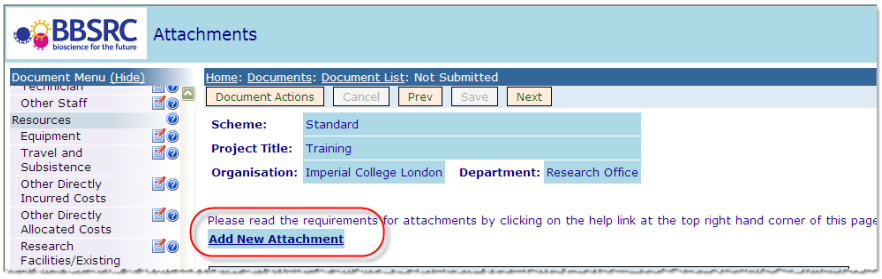
16. Select **Not in a Highlighted Area**.

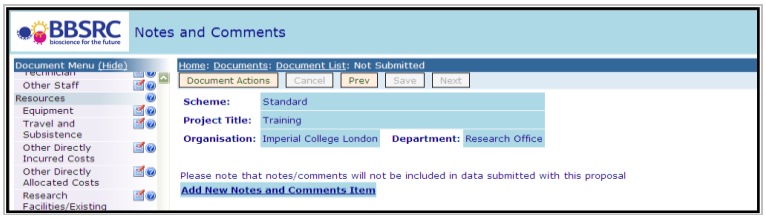
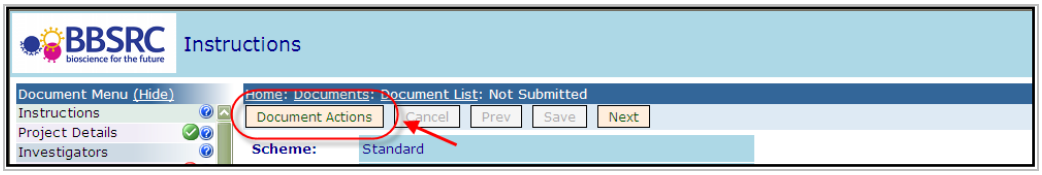
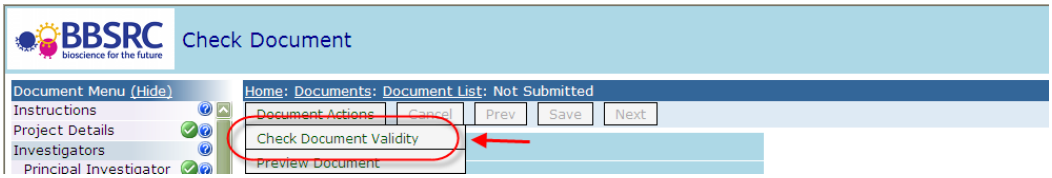
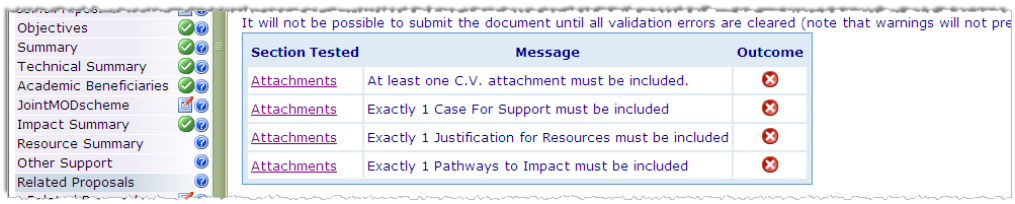


Click on **Save** and **Next** to proceed to the next section.

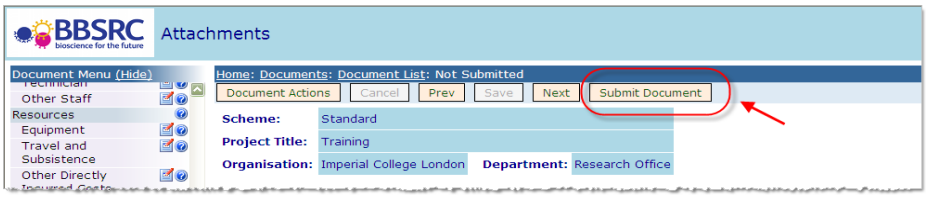
17. Select the Research Committee you want to review your proposal.

	Click on **Save** and **Next** to proceed to the next section.
18.	Select one or more (if applicable) of the **Strategic Priorities** listed. This information is used for reporting against Strategic Plan Objectives and for analysing the BBSRC portfolio by scientific area.  Click on **Save** and **Next** to proceed to the next section.
19.	Select the **Strategic Plan Objectives** which this research proposal will contribute. Click on **Save** and **Next** to proceed to the next section.
20.	Complete each section of the **Ethical Classification**.  **Human participation:** state whether the proposed research will involve human participation and answer the questions as appropriate **Animal research:** The provisions of the Animals (Scientific Procedures) Act 1986 must be observed. Imperial College is responsible for ensuring that all appropriate personal and project licences required under the Act have been granted by the Home Office. All BBSRC awards are made on the absolute condition that no work which is controlled by the Act will begin until the necessary licences have been obtained. If the proposed research will involve the use of animals covered by the Act, indicate the severity of the procedure; if 'moderate' or 'substantial', provide details of the experiments in the space provided. **Genetic and biological risk:** If the research will involve the use of genetically modified organisms, answer the questions as appropriate.

	Approvals: If approval is required fro the research, this must be sought and given prior to the research commencing. Provide details of the approval(s) sought and/or received in relation to this proposal. **Other issues:** Applicants should consider the social context of the proposed research and indicate any issues that might arouse specific public interest or concern about the motivation for the research, its conduct or potential outcomes, which might not be fully covered in the other sections. Click on **Save** and **Next** to proceed to the next section.
21.	Select **Add New Reviewer** to provide details of referees which the Council may approach for review of the research proposal. If your proposal is part of a joint proposal, only provide details of nominated reviewers if your organisation is the lead organisation.  Click on **Save** and **Next** to proceed to the next section.
22.	Select **Attachments** and click on **Add New Attachment**. In the **Document Data** section of an application, click on **Edit Attachments** to proceed to the **Attachments** screen. To add a new attachment click on the **Add New Attachment** link and select the 'Document Type' that you wish to attach.  **NB:** Various Research Councils recommend that you use typefaces Arial, Helvetica or Verdana and a strict minimum font size of 11 must be used for the entire Case for Support, Justification of Resources and CVs (excluding text on diagrams and the use of mathematical symbols). A minimum of single line spacing and standard character spacing must be used. Margins must not be less than 2cm. Applications will be 'fault checked' by the Research Council Administrative staff soon after the closing date to ensure that relevant aspects of the application are legible and comply with the formatting

	rules. Any component(s) of an application which do not meet these rules will be returned for amendment before being validated for peer review. Click on **Save** and **Next** to proceed to the next section.
23.	Select **Add New Notes and Comments Items**. You can now add any notes or comments during the completion of the proposal. Any notes or comments added to the proposal will NOT be transferred to the Research Council when the proposal is submitted.  Click on **Save** and **Next** to proceed to the next section. **THIS NOW COMPLETES YOUR PROPOSAL TO YOUR SELECTED RESEARCH COUNCIL.**
24.	Select the **Document Actions** at the top of the page.  This will allow you to view the range of options available: previewing or printing a copy of the form, assigning other users or transferring access, showing submission path, history and deleting the document. Select **Check Document Validity**.  The following screen will appear which lists all the errors; it is not possible to submit the document until all validation errors are cleared (note that warnings will not prevent submission). 

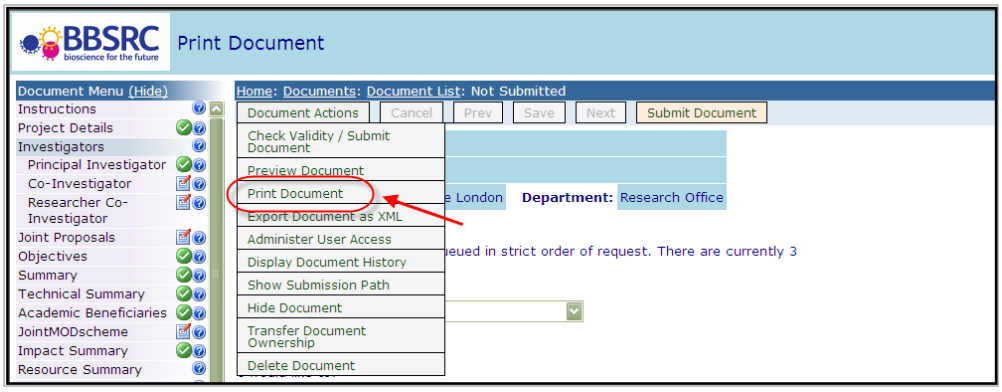
25. When the document is complete and validates successfully the **Submit Document button** will appear at the top of the page. **Do not** click the Submit button until you have completed point 26.



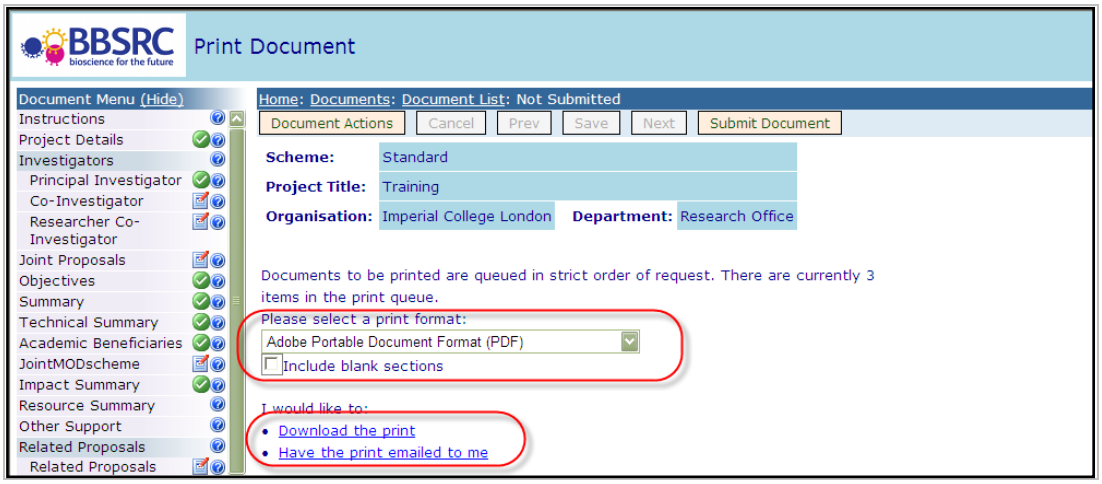
26. Ensure a hard copy of the proposal and all relevant paperwork is sent to you local Research Services/Joint Research Office for their records at this stage before submitting.

Click on **Print Document**.

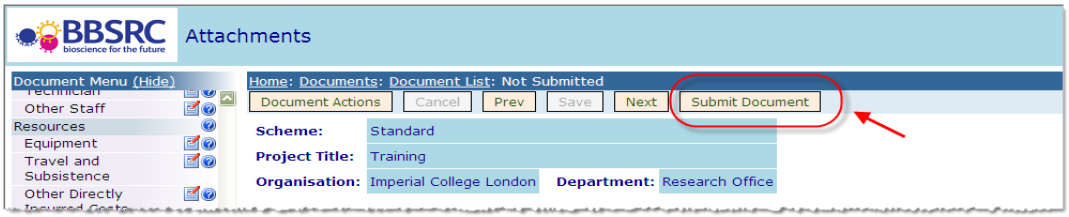
If you wish to Transfer Ownership or Grant Access to another investigator refer to Annex I – Granting Access or Transfer Ownership (page 20).



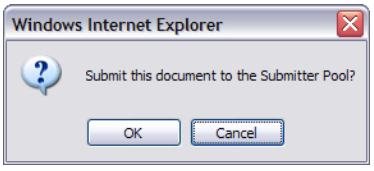
Select the type of **print format** you require (PDF is the most common) and select '**Download the print**' or '**Have the print emailed to me**'.



27. Click on the **Submit Document** button.



Once you do this you will receive the following message

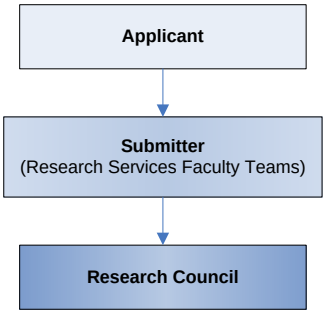


Click on **OK.**

YOUR PROPOSAL HAS NOW BEEN SUBMITTED FOR APPROVAL

C The Submission Process

1. Imperial College has opted for a single-stage submission process, and this is illustrated below:



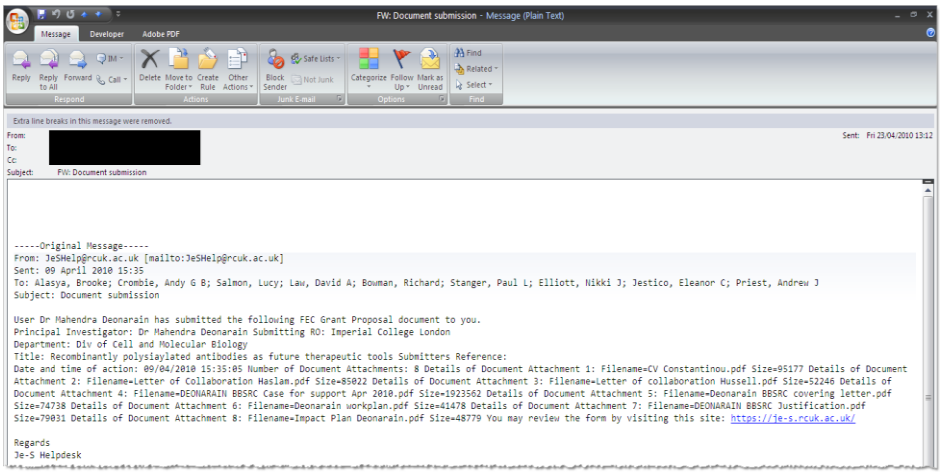
Submitters (designated members of Research Services) are responsible for reviewing documents and then either forwarding the document to the next stage (Research Council), or returning it to the previous stage (Applicant).

2. The procedure for the submission of proposal to your local Research Services/Joint Research Office team is:

All proposals must be on InfoEd Proposal Development (IPD), completed in full, and approved by the appropriate authorisers – including Research Services/Joint Research Office with the relevant attachments.

Outline proposals do not need to be approved on InfoEd. Approval is given by a departmental email, although InfoEd is used to obtain the costs.

After the proposal has been submitted to the Je-S system by the applicant, it is not forwarded directly to the Research Council, but to the relevant Je-S 'Submitter Pool' for authorisation by your local Research Services/Joint Research Office team.

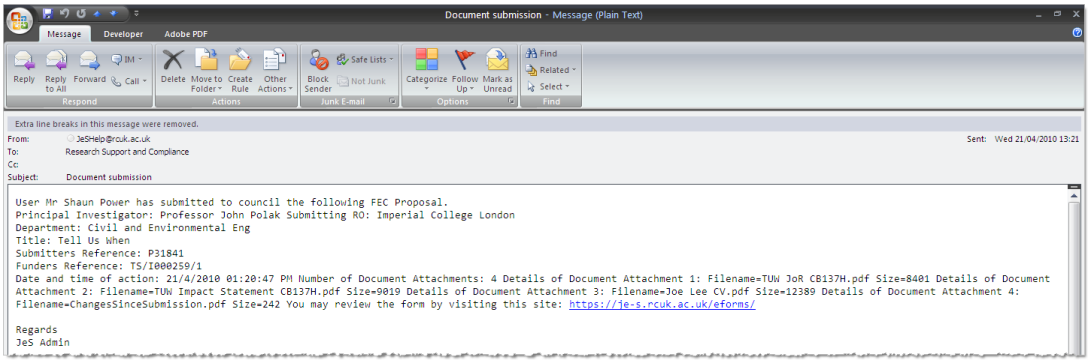

FW: Document submission - Message (Plain Text)
Message
Developer
Adobe PDF
Extra line breaks in this message were removed.
From:
To:
Cc:
Subject: FW: Document submission
Sent: Fri 23/04/2010 13:12
-----Original Message-----
From: JeSHelp@rcuk.ac.uk [mailto:JeSHelp@rcuk.ac.uk]
Sent: 09 April 2010 15:35
To: Alasya, Brooke; Crombie, Andy G B; Salmon, Lucy; Law, David A; Bowman, Richard; Stanger, Paul L; Elliott, Nikki J; Jestico, Eleanor C; Priest, Andrew J
Subject: Document submission
User Dr Mahendra Deonarain has submitted the following FEC Grant Proposal document to you.
Principal Investigator: Dr Mahendra Deonarain Submitting RO: Imperial College London
Department: Div of Cell and Molecular Biology
Title: Recombinantly polysialylated antibodies as future therapeutic tools Submitters Reference:
Date and time of action: 09/04/2010 15:35:05 Number of Document Attachments: 8 Details of Document Attachment 1: Filename=CV Constantinou.pdf Size=95177 Details of Document Attachment 2: Filename=Letter of Collaboration Haslam.pdf Size=85022 Details of Document Attachment 3: Filename=Letter of collaboration Hussell.pdf Size=52246 Details of Document Attachment 4: Filename=DEONARAIN BBSRC Case for support Apr 2010.pdf Size=1923562 Details of Document Attachment 5: Filename=Deonarain BBSRC covering letter.pdf Size=74738 Details of Document Attachment 6: Filename=Deonarain workplan.pdf Size=41478 Details of Document Attachment 7: Filename=DEONARAIN BBSRC Justification.pdf Size=79031 Details of Document Attachment 8: Filename=Impact Plan Deonarain.pdf Size=48779 You may review the form by visiting this site: https://je-s.rcuk.ac.uk/
Regards
Je-S Helpdesk

You must allow adequate time for your relevant Research Services/Joint Research Office team to check and approve your application.

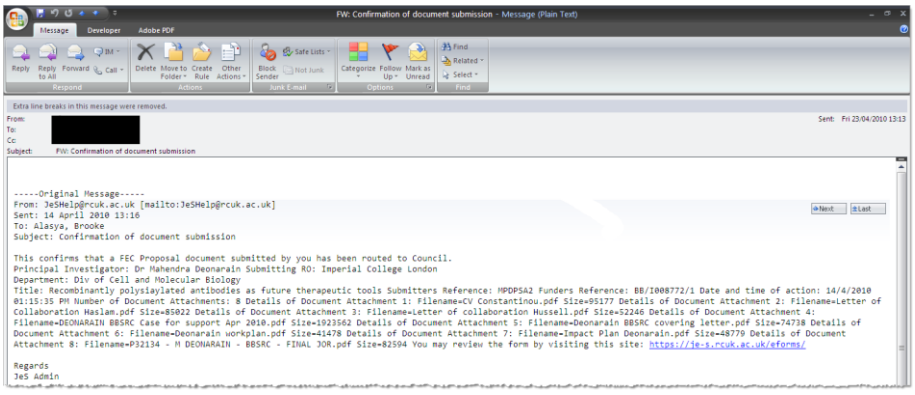
NB: The Faculty of Engineering and Medicine require 5 working days and the Faculty of Natural Sciences require 4 working days to approve an application.

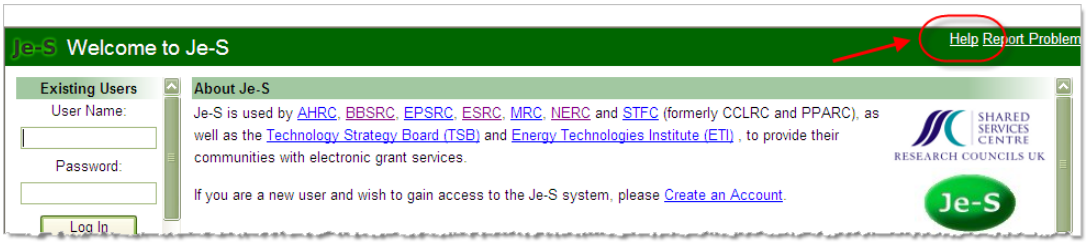
Approval must be given before the submission deadline, which is the deadline the proposal must be with the Research Council.

When the relevant Research Services/Joint Research Office team have checked and approved the proposal, a system generated email is sent to the PI and submitter once it has been submitted to the Je-S system.


Document submission - Message (Plain Text)
Message
Developer
Adobe PDF
Extra line breaks in this message were removed.
From: JeSHelp@rcuk.ac.uk
To: Research Support and Compliance
Cc:
Subject: Document submission
Sent: Wed 21/04/2010 13:21
User Mr Shaun Power has submitted to council the following FEC Proposal.
Principal Investigator: Professor John Polak Submitting RO: Imperial College London
Department: Civil and Environmental Eng
Title: Tell Us When
Submitters Reference: P31841
Funders Reference: TS/I000259/1
Date and time of action: 21/4/2010 01:20:47 PM Number of Document Attachments: 4 Details of Document Attachment 1: Filename=TUW JoR CB137H.pdf Size=8401 Details of Document Attachment 2: Filename=TUW Impact Statement CB137H.pdf Size=9019 Details of Document Attachment 3: Filename=Joe Lee CV.pdf Size=12389 Details of Document Attachment 4: Filename=ChangesSinceSubmission.pdf Size=242 You may review the form by visiting this site: https://je-s.rcuk.ac.uk/eforms/
Regards
JeS Admin

Email notifications will be sent from Je-S once the validation process is complete. The proposal is then routed to the Research Council, and a system generated email is sent to the PI and relevant Research Services/Joint Research Office team (Pool).

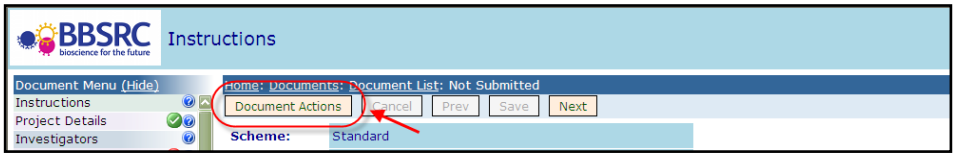

FW: Confirmation of document submission - Message (Plain Text)
Message
Developer
Adobe PDF
Extra line breaks in this message were removed.
From:
To:
Cc:
Subject: FW: Confirmation of document submission
Sent: Fri 23/04/2010 13:13
-----Original Message-----
From: JeSHelp@rcuk.ac.uk [mailto:JeSHelp@rcuk.ac.uk]
Sent: 14 April 2010 13:16
To: Alasya, Brooke
Subject: Confirmation of document submission
This confirms that a FEC Proposal document submitted by you has been routed to Council.
Principal Investigator: Dr Mahendra Deonarain Submitting RO: Imperial College London
Department: Div of Cell and Molecular Biology
Title: Recombinantly polysialylated antibodies as future therapeutic tools Submitters Reference: MPDPSA2 Funders Reference: BB/I008772/1 Date and time of action: 14/4/2010 01:15:35 PM Number of Document Attachments: 8 Details of Document Attachment 1: Filename=CV Constantinou.pdf Size=95177 Details of Document Attachment 2: Filename=Letter of Collaboration Haslam.pdf Size=85022 Details of Document Attachment 3: Filename=Letter of collaboration Hussell.pdf Size=52246 Details of Document Attachment 4: Filename=DEONARAIN BBSRC Case for support Apr 2010.pdf Size=1923562 Details of Document Attachment 5: Filename=Deonarain BBSRC covering letter.pdf Size=74738 Details of Document Attachment 6: Filename=Deonarain workplan.pdf Size=41478 Details of Document Attachment 7: Filename=Impact Plan Deonarain.pdf Size=48779 Details of Document Attachment 8: Filename=P32134 - M DEONARAIN - BBSRC - FINAL JOR.pdf Size=82594 You may review the form by visiting this site: https://je-s.rcuk.ac.uk/eforms/
Regards
JeS Admin

	To facilitate a quick response to these, each member of the Research Services/Joint Research Office will have their specific notifications directed to their generic email in box.
3.	The Je-S System will return proposals which need amendment to the relevant Submitter Pool, for changes to be made. Proposals may be returned so data can be amended, or requested attachments can be amended or added (for example, the Case for Support). If a proposal needs more information or amendments, the Council will send it back to the original Submitter Pool with a date for re-submission and the reason for the return. The Je-S System will email the applicant(s) and relevant Submitter Pool members, to let them know that the proposal has been returned. The email will explain why the proposal has been returned, give instructions for amending and resubmitting the proposal and give a due date for return to the Research Council. If the corrected proposal is not returned to the Research Council within the designated timescales, it will be deferred to the following round or withdrawn completely.
D	**Je-S System Help**
1.	All Je-S system related questions must be sent to the Je-S Helpdesk. All queries related to College internal procedures must be sent to the Imperial College Mailbox (rs.compliance@imperial.ac.uk) or your local Research Services/Joint Research Office. Alternatively use the Help link on the Je-S login screen.  The Je-S Helpdesk contact details are as follows: Telephone +44 (0) 1793 44 4164* or by email JeSHelp@rcuk.ac.uk Staffed Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays), out of hours: leave a Voice Mail message. **** Phone calls that cannot be answered during working hours will be redirected after 30 seconds to Voice Mail. The helpdesk will normally return your call within 3 hours***

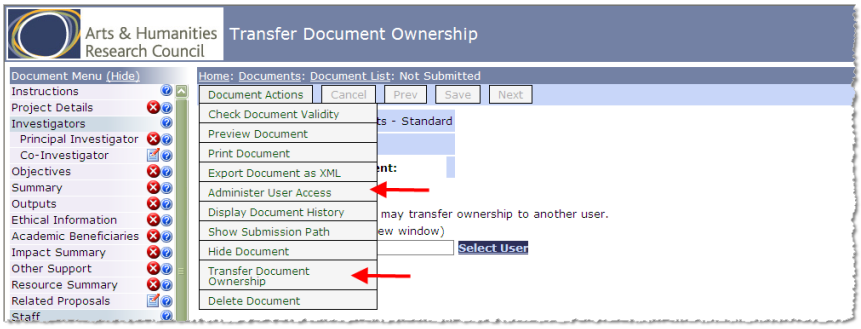
ANNEX I

Granting User Access on Proposals or Transfer Ownership

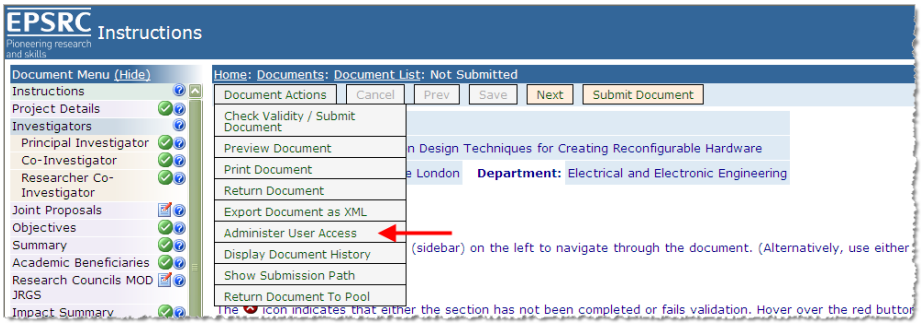
1. Select the **Document Actions** at the top of the page.



To **Administer User Access** (refer to point 2) or to **Transfer Document Ownership** (refer to point 11).

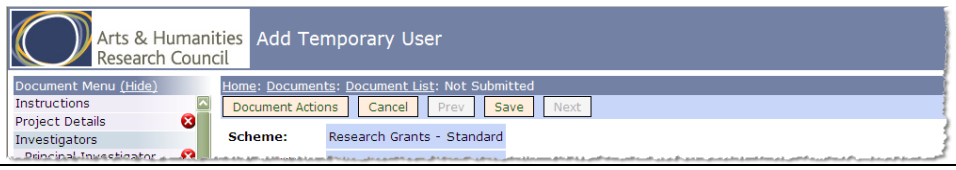


2. Click on **Administer User Access**.



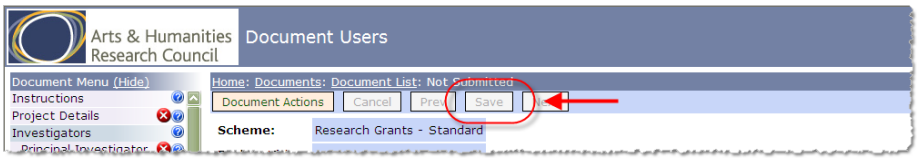
The following screen will be displayed> Click on **Add temporary user as editor**.

3. The following screen will be displayed:

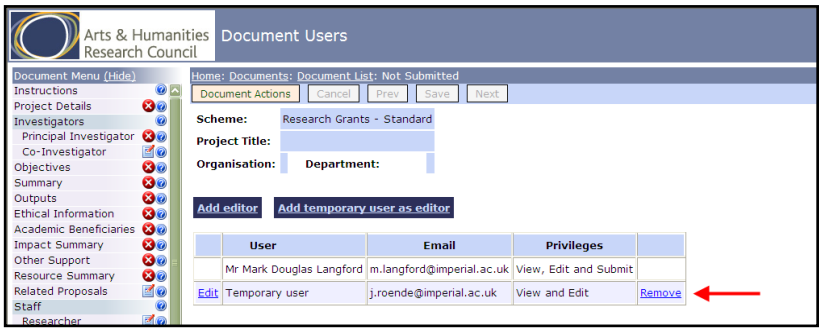


4. Type/copy and paste the **email address** of the person who needs view/edit access to your proposal. Select the **View and Edit** privilege and type in a **Reason**.

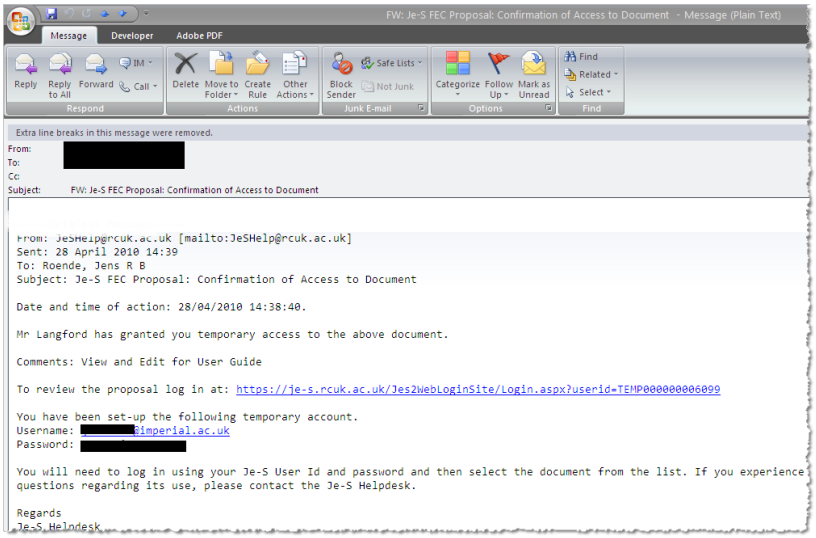
Click on **Save**.



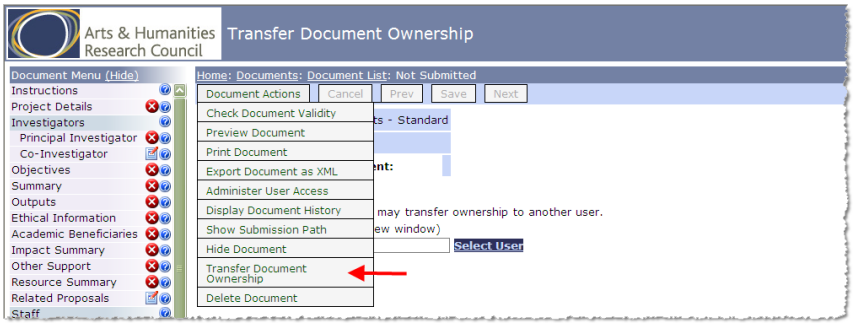
5. The person will now have access to edit and view the proposal on Je-S.



6. The person whom you have granted access will now receive a system generated email which contains a temporary user name, password and a link to the proposal.


FW: Je-S FEC Proposal: Confirmation of Access to Document - Message (Plain Text)
Extra line breaks in this message were removed.
From:
To:
Cc:
Subject: FW: Je-S FEC Proposal: Confirmation of Access to Document
From: JeSHelp@rcuk.ac.uk [mailto:JeSHelp@rcuk.ac.uk]
Sent: 28 April 2010 14:39
To: Roende, Jens R B
Subject: Je-S FEC Proposal: Confirmation of Access to Document
Date and time of action: 28/04/2010 14:38:40.
Mr Langford has granted you temporary access to the above document.
Comments: View and Edit for User Guide
To review the proposal log in at: https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx?userid=TEMP000000006099
You have been set-up the following temporary account.
Username:
Password:
You will need to log in using your Je-S User Id and password and then select the document from the list. If you experience
questions regarding its use, please contact the Je-S Helpdesk.
Regards
Je-S Helpdesk

This temporary access will last for one month from the setup date. So, if you add a person on 31 March 2010 the access will finish on 30 April 2010.

7.	To transfer ownership of your proposal, select the **Transfer Document Ownership** option in the **Document Action** tab. 
8.	Click on **Select User**. The following window will be displayed. Enter the **Surname** and **Initials** of the 'New User'. This proposal will now appear in the list of documents of the new user.